



OPERATIONS MANUAL *for Yokosuka Public Works Team - December 2002*

CHAPTER 2 Public Works Officer

Public Works Officer - Mission, Function and Task

Mission: *Provide effective Facilities Management to Commander Fleet Activities Yokosuka and its tenant commands through a cost-efficient combination of Mission Funded and Navy Working Capital Fund (NWCF) assets while utilizing the latest developments in Facilities Management technology and practices.*

Concept of Operations: The CFAY PWO (CEC Commander) will have the authority and responsibility for life-cycle facilities management aboard the Yokosuka Naval Complex. Since the majority of PWT personnel are provided by the PWC Japan command, the CFAY PWO position will be staffed from PWC Japan. He or she will be Primary Duty (PRIDU) to the Commanding Officer, Public Works Center and Additional Duty (ADDU) to Commander, Fleet Activities, Yokosuka (CFAY). However, this dual-hatted officer will be Operational Control (OPCON) to CFAY. The PWO will receive both general and specific priorities from CFAY and will be responsible for their effective execution. The PWO will be responsible to the Regional Engineer and Business Line Managers (BLM's) for the efficient use of resources. The assets employed by the PWO will include both Mission Funded and NWCF personnel, equipment and facilities. The PWO's staff will include an APWO, funds administrators and an administrative assistant. The five divisions of the PWT reporting to the PWO will be:

- Facility Engineers/Work Control
- Planning and Engineering
- Production (in-house execution)
- Environmental
- ROICC (ADDU to the Yokosuka PWO and PRIDU to OICCFE)

Functions and Tasks:

1. Implement the POAM for standing-up PWT Yokosuka.
2. Attend CFAY Staff meetings and keep CFAY and others apprised of issues and projects.
3. CFAY Department Head for all military, USCS and MLC personnel assigned to PWT Yokosuka. Associated tasks include:
 - a. FITREP preparation and mid-term Counseling
 - b. Performance Appraisals

- c. Integration of military into CFAY watch-standing organization
 - d. Career counseling
 - e. Recognition and Awards
4. Coordinate with the Regional Engineer, Business Line Managers, OICC, and other PWO's as necessary.
 - a. Includes advice/support of Counsel (PWC Code 00C).
 5. Coordinate with other CFAY departments as necessary (i.e. Safety).
 6. Coordinate support functions from Regional Engineer Business Manager and Support Functional Managers including:
 - a. IT support from PWC C190 and ITSC.
 - b. Performance metrics, training and personnel management from PWC C130.
 - c. Financial management with PWC C150 (for NWCF rates and procedures for those PWC assets within PWT Yokosuka).
 7. Integrate and manage the efforts of the five PWT Divisions.
 8. Coordinate data call responses as necessary, including annual IRRS submission. Recommend IRRS overwrites to the CO as appropriate.
 9. Provide direction, development, and leadership to PWT Funds Administrators. The fund administrators will:
 - a. Manage O&M,N SRM and OBOS funding allocated to CFAY by the Regional Engineer, as well as COMPACFLT special projects funds. Specifically, they will administer the following types of funds:
 - (1) CPF N46 (PM) – includes special projects
 - (2) CPF N46 (QM) – includes special projects
 - (3) CPF N46 (OBOS) – includes but not limited to UT, TR, BC, PW
 - (4) CPF N45 (EC)
 - (5) CPF N43 (OBOS for SRF)

Note: Increasingly, the Regional Comptroller may fund products, projects and services directly to the execution agent (i.e. PWC, OICC, JED, etc.).

b. Coordinate with other funds administrators and Comptrollers to fund Facilities Management services for those facilities for which claimants and commands other than CPF/CNFJ/CFAY have maintenance responsibility. These funding sources include:

- (1) FHN
- (2) DHS (Naval Hospital)
- (3) NWCF (PWC)
- (4) NAF (MWR/NEX)
- (5) Recycling Revenues
- (6) NAVSUP
- (7) NAVSEA (special projects – degaussing range, weather radar, etc.)
- (8) DECA
- (9) DLA (DESC, DDC, DDYJ)
- (10) DoDDs
- (11) Other miscellaneous DoD sources

c. Respond to fiscal data calls, in coordination with CFAY and PWC Comptrollers.

d. In coordination with the FE Division, develop and submit un-funded requirements and future year budget requests

10. Host Nation Coordination

a. The PWO will be the primary point-of-contact with YDFAB Facilities, Planning and Construction Division Heads, and JED leadership on significant issues regarding Yokosuka JFIP projects.

b. The PWO will provide “expert” advice to CFAY in negotiating all facilities issues with the YDFAB Director General and the cities.

c. The Planning Officer and JFIP department will handle all working level coordination with YDFAB, JED, and end users.

11. Provide real time data to Commander Fleet Activities Yokosuka and tenant activities on all Facilities matter, and maintain and manage IRRS and other facility management tools.

12. Develop and present briefs on various Yokosuka facility issues.

a. The PWO or his designee will represent CFAY at all Regional IPL deliberations.

13. Review, analyze and act on metrics (data collection and presentation provided by PWC Code 130).

14. Public Affairs

a. Draft responses to Action Line questions/comments on facilities issues.

b. TV appearances

15. Disaster and Emergency Preparedness for all Public Works personnel and services.

16. Collateral Duties as assigned.

a) Lead VIP tours.

17. Bottom Line: Responsible to CFAY and its tenants, as well as the CNFJ RE, for Life Cycle Maintenance of all Yokosuka facilities, as well as planning, programming and executing projects to meet future requirements.